



## College Rising Mentorship Grant Pre-Application Webinar

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# Agenda

- Welcome and Introductions
- Important Dates
- Grant Background
- Grant Requirements
- Application Submission
- Application Review
- Q & A

# Important Dates

Action	Date/Timeline*
Notice of Funding Availability (NOFA) Released	Aug. 27, 2021 <a href="#">Link to NOFA</a>
Request for Applications (RFA) Released and Application Available in Enterprise Grants Management System (EGMS)	Sept. 10, 2021 <a href="#">Link to RFA</a> <a href="#">Link to EGMS</a>
Application Due in EGMS	Oct. 22, 2021 by 3 p.m. Recommend submitting early. This deadline remains in effect unless a systemic EGMS technical challenge affects all users.
Awards Announced	Early December 2021

# Grant Background

- Purpose of grant
  - To support programs that mentor high school students who are enrolled in District of Columbia public or public charter schools and assist them in navigating high school, taking dual enrollment courses, and selecting and applying to college.
- Period of availability of funds
  - December 2021 (as of award date) – September 30, 2022
- Eligibility
  - Eligible applicants include non-profit organizations that specialize in mentoring and coaching students, especially first-generation students from underserved communities and provide a research based approach to mentoring said students that is equitable, high-quality, measurable and aligned to college and career best practices.
- Competitive preference priorities and/or key factors for funding
  - Entities must be in good financial standing with the District of Columbia, per the [Clean Hands Law](#).
  - Entities must have demonstrated success or experience in urban areas and/or school districts.

# Grant Background

- Allowable use of funds
  - Funding provided by the grant may cover one or more of these expenses:
    - Cost of supplies and materials for students;
    - Cost of professional development for staff and mentors;
    - Cost of staff/mentor salaries, wages and/or stipends.
  - Application must provide rationale for expenses that do not fall under these categories, and will be considered on a case-by-case basis.
- Citations for authorizing legislation
  - Coronavirus State and Local Fiscal Recovery Funds, Section 602 and 603 of the Social Security Act as added by section 9901 of the American Rescue Plan Act of 2021.
  - [2 CFR Part 200](#): Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
  - This NOFA & RFA for this grant opportunity are housed on the [College Rising Mentorship Grant](#) webpage.

# Grant Background

- Budget
  - The total funding available for the FY22 award period is **\$695,000** to be divided amongst one to three subgrantees.
  - Eligible applicants may apply for any amount up to the full amount but may be awarded amounts less than requested. Grant funds shall only be used to support activities authorized as relevant statutes and included in the applicant's submission.
  - OSSE anticipates that there will continue to be funds available through this grant program through fiscal year 2025 (SY24-25).
  - The applicant will be required to complete a continuation application each fiscal year. Funding in future fiscal years is contingent on the following:
    - Availability of funds;
    - Recipients demonstration that substantial progress has been made toward meeting the objectives set forth in the approved application, based on ongoing monitoring of the recipient and reporting from the recipient; and
    - Compliance with the District and federal laws, regulations and guidance.

# Grant Requirements

- Grantee requirements and responsibilities
  - Grantees shall maintain a focus on mentoring and coaching students, especially first-generation students from underserved communities and provide a research based approach to mentoring said students that is equitable, high-quality, measurable, aligned to college and career and financially sustainable.
- Strong rationale for the type of mentoring services provided. This **must** include:
  - Descriptions of successful or failed initiatives and lessons learned from prior programming around college and career readiness;
  - Evidence-based research indicating a match between the services selected and the target population to be served.
- Clear information about how the specific mentoring services proposed meet goals around dual enrollment engagement and college access, success and completion.
- Robust description of how the program will be measured and evaluated with attention to how such evaluation may be used for programmatic improvement over time.

# Grant Requirements

- Intentional Engagement of Subgroups
  - In order to serve a diverse array of District high school students, OSSE will request information in the application that demonstrates the strategies an applicant will use to target and serve students with disabilities, English learners, homeless students and justice involved youth.
- Target and Enroll Students
  - Applicants must clearly articulate a plan for how they will successfully target and enroll students in the mentoring program, including information regarding how they will recruit students who currently participate in dual enrollment programs and/or how they will encourage the students they currently serve to participate in OSSE sponsored dual enrollment programs.
  - Projected enrollment numbers must also be articulated.

# Grant Requirements

- Performance reporting requirements
  - **Annual Program Evaluation Report.** A report is due to OSSE by Sept. 30 of each fiscal year in which funds are awarded, with an overview of activities that took place during the funded period, highlighting any proposed changes in logistics or budget of the current fiscal year and any proposed changes in logistics or budget for the next fiscal year (if receiving grant funds). Reports should also include information on the program's strategies, as well as the frequency of student engagement with the program. Template will be provided.
  - **Bimonthly (every two months) check-ins and reporting of program implementation.** Template will be provided.
  - **Mid-Program Report.** An evaluation report is due to OSSE midway through the duration of the program each fiscal year. At a minimum the report should detail a list of planned programming dates for the remaining fiscal year, student enrollment to-date, and an overview of program activities to-date. Template will be provided.
  - **Final Evaluation Report.** If the applicant receives grant funds for more than one fiscal year, the applicant will be required to submit a final report after its last year of receiving College Rising Mentorship Grant funds. The final evaluation report is due within 30 days of the program end date. At a minimum the final report should detail student enrollment, attendance, an overview of program activities year over year, and student progress updates. Additionally, this report should include qualitative feedback from the entity's mentors, mentees and other staff (as appropriate). Template will be provided.



\*OSSE may ask for qualitative feedback from program contacts up to three times throughout the program duration via phone call or in person meetings.



## Application Submission and Checklist

# Submission Requirements

- All applications must be submitted through EGMS: [grants.osse.dc.gov](https://grants.osse.dc.gov)
  - To submit an application, all applicants must annually complete the Central Data Application with a valid System for Award Management (SAM) registration in EGMS
  - Emailed or faxed applications will not be accepted
  - Upon submission of an application, an applicant may not revise the application
- OSSE will notify applicants if the application is or is not selected for funding
- Applications must be received no later than 3 p.m. on Friday, Oct.22, 2021
  - Start early
  - Late submissions will not be accepted
- EGMS Help: [OSSE.CallCenter@dc.gov](mailto:OSSE.CallCenter@dc.gov) (202) 719-6500
  - 7:30 a.m. – 5:30 p.m. Monday - Friday

# EGMS Application

- The grant application in EGMS will consist of the following tabs:
  - Overview and Contact Information Tabs
  - Program Proposal Tabs
    - Program Overview, Implementation Approach, Supporting Documents
  - Assurances Tabs
  - Detailed Planned Expenditures Tabs
  - Submit Tab

## Submit

- Before you submit, you must hit Consistency Check to see if all parts are complete. Missing elements are in red.
- Then, lock the application and submit.

Assurances must be reviewed and approved before you can submit your application.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION

## EGMS Tips

- **Save early and often:** EGMS times out after 60 minutes of inactivity.
- **Contact the EGMS help center:** note that a record of contact with EGMS will not excuse missing the review submission deadline.
- **Printing?** If you would like to print the application, go to the “Application Print” Tab. The application will be available for you to print at the top of each hour.
- **Start and submit early:** avoid last minute technical submission issues by submitting early to ensure there is time to address issues if they arise.
- **Narrative responses may not exceed the stated word count:** if you cut and paste from a Word document, double-check that final sentences/paragraphs are not cut off.
- **EGMS Help:** [OSSE.CallCenter@dc.gov](mailto:OSSE.CallCenter@dc.gov) (202) 719-6500  
7:30 a.m. – 5:30 p.m. Monday - Friday



# Application Review

# Application Review Process

## Application Deadline

- Applications are due no later than *Friday, Oct. 22, 2021* (3 p.m.).
- Applications must be submitted through EGMS.
- Late applications will not be accepted.

## Application Review Period

- Applications are scored by external reviewers.

## Award Announcement

- Grantees will be announced in early December 2021.

# Application Rubric

## Criteria 1: Program Overview (Maximum 40 points)

Applicant describes in detail an overview of their program including:

- Applicant describes organization's mentoring program including (a) the students served; (b) the approach to mentorship and why – demonstrating the capability for managing the proposed project (c) how requirements around serving students participating in OSSE sponsored dual enrollment opportunities will fit into the program model; and (d) research indicating a match between the services provided and the population served (10 points).
- Applicant provides an overview of how they will target and enroll students into the mentoring program, including (a) projected enrollment numbers; (b) information on how students who currently participate in dual enrollment programs will be recruited into the program; and (c) how they will ensure that currently served students have the option to participate in OSSE sponsored dual enrollment programs (10 points).
- Applicant describes how many students will be served; total program contact hours; length per day/week; duration of the program; and how the program fits into the students' schedules (10 points).
- Applicant describes how the program will serve and support a diverse array of students, including students with disabilities, English learners, homeless students and justice involved youth (10 points).

No evidence – the category is not addressed	Minimal evidence – the category is addressed, but the applicant is missing a large portion of the required information	Partial evidence – the applicant is missing some of the category	Full evidence – the applicant provides general but sufficient detail, however some areas are not fully explained	Full and thorough evidence – the applicant provides specific and comprehensive information
0	12	20	28	40

*Strengths:*

*Weaknesses:*

# Application Rubric

## Criteria 2: Program Implementation Approach (Maximum 50 points)

Applicant describes in detail their approach to program implementation including how the applicant will meet the needs of the students to be served and with programming that is based in research, equitable, high quality, measurable and aligned to college and career best practices.

- **Equitable:** the program supports are tiered and differentiated such that the specific needs of high school students are met, especially those participating in dual enrollment programs (12 points).
- **High-quality:** the program relies on well-trained advisers to provide information and assistance to students using resources, curricula, tools and delivery models that have been demonstrated to be effective (14 points).
- **Measurable:** the program will be measured and evaluated with attention to how such evaluation may be used for programmatic improvement over time and the program meaningfully contributes to and accelerates student progress toward measurable postsecondary outcomes (12 points).
- **Aligned to College and Career Best Practices:** the program contains supports that enable said students to explore multiple pathways to achieving postsecondary success, specifically dual enrollment programs and opportunities (12 points).

<b>No evidence – the category is not addressed</b>	<b>Minimal evidence – the category is addressed, but the applicant is missing a large portion of the required information</b>	<b>Partial evidence – the applicant is missing some of the category</b>	<b>Full evidence – the applicant provides general but sufficient detail, however some areas are not fully explained</b>	<b>Full and thorough evidence – the applicant provides specific and comprehensive information</b>
<b>0</b>	<b>15</b>	<b>25</b>	<b>40</b>	<b>50</b>

*Strengths:*

*Weaknesses:*

# Application Rubric

Criteria 3: Budget Details & Narrative (Maximum 10 points)				
<ul style="list-style-type: none"> <li>Applicant provides a clearly stated budget and budget narrative, including line item costs and rationale for expenses (10 points).</li> </ul>				
No evidence – the category is not addressed	Minimal evidence – the category is addressed, but the applicant is missing a large portion of the required information	Partial evidence – the applicant is missing some of the category	Full evidence – the applicant provides general but sufficient detail, however some areas are not fully explained	Full and thorough evidence – the applicant provides specific and comprehensive information
0	3	5	7	10
Strengths:				
Weaknesses:				



Q&A

## **FIND US**

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